



HOLIDAY ARTS & CRAFTS FAIR in REID PARK

November 24 & 25, 2012

Saturday & Sunday, 9:00 am-4:00 pm

REGISTRATION FORM

1. Please complete this **entire** form. A space will not be assigned until it is **complete**.

NAME _____ AZ Business License No. _____

Company Name _____ City of Tucson Tax ID No. _____

Address _____ City/State _____ Zip _____

New Address? _____ E-Mail (clearly) _____ Past Vendor? _____ yrs

Cell Phone _____ Daytime Phone _____

RV or truck overnight? Yes / No If yes, please give us the vehicle license number _____

2. ALL ITEMS TO BE SOLD MUST BE HANDCRAFTED BY THE VENDOR

Please list items to be sold and briefly explain your artistic process. You may use the back of this form.

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3. Refer to the layout map of the Holiday Arts & Crafts Fair for space numbers.

Space Requested	Alternate Space (s) Requested	Any special considerations regarding the site location? (ex., need north facing , would like to next to....)

FEE for one (1) 10' x 10' Vendor Space: \$90.00 for Two-Day Fair

4. Mail this signed form, payment, and a business sized, self-addressed stamped envelope to:
Recreation Registration, 900 S. Randolph Way, Tucson, AZ 85716. For information call: 791-4877

MAIL-IN REGISTRATION BEGINS: October 1, 2012 - Applications must be postmarked 10/1/12 or after.

REGISTRATION CLOSES: November 15, 2012

Payment: Make check payable to: CITY OF TUCSON (Note: No out-of-state checks)

Card Type: VISA Mastercharge Discover (Circle type of card)

Card # _____ - _____ - _____ - _____ Expiration Date _____

Cardholder Name (Please print) _____

Cardholder's Signature _____

I have read, understand and agree to comply with the FAIR RULES AND REGULATIONS. I agree to assume all the risk of bodily injury and harm, or property damage caused by theft, fire, or any other cause as a result of participating in this program and release and forever discharge any and all claims, and all rights and claims for damage against the City of Tucson, its Parks and Recreation Department, its Mayor and Council and any other officers, employees, co-sponsors or agents arising out of the registrant's enrollment of participation in this program.

Participant's Signature _____

2012 Holiday Arts & Crafts Fair Rules and Regulations

1. All items to be sold MUST BE HANDCRAFTED BY THE EXHIBITOR occupying the space. The sale of "kits" is NOT permitted. The exhibitor MUST do the total assemblage of all items. NO manufactured goods or imported items are allowed. All edible items are restricted to Food Vendor registration status. If you sell any edible items (including baskets containing food items, i.e., gum airplanes, candy cane reindeer, ornaments, etc.) you must register as a Food Vendor and are governed by those rules and regulations.
2. Each exhibitor is required to pay the \$90 per space exhibitor's fee. No gallery representatives or promoters of several artists are permitted.
3. Non-Profit Organizations raising money for their organization by selling crafts made by their members must submit a letter of intent with proof of non-profit status prior to registering to be eligible for space.
4. It is the responsibility of exhibitors to become licensed for sales tax, if deemed necessary by the State of Arizona Department of Revenue (for information call 1-800-843-7196) and by the City of Tucson Business Department (for information call 791-4566.) State and City Tax Representatives may be present at the Fair. The City of Tucson must send Fair Rosters for each fair to the appropriate authorities.
5. Sites vary slightly, but are all approximately 10'x10'. We cannot guarantee the Fair maps within this brochure are accurate or to scale, or if a space is or is not interrupted by a tree. Adjustments will be made at set-up, if necessary.
6. Exhibitors may register for a maximum of 2 spaces only (\$90 x 2) and must occupy the space(s) they are assigned.
7. Exhibitors are required to supply all of their own equipment and display materials. No tables, booths or canopies will be provided.
8. All Pop-Up tents shall be adequately braced and anchored to prevent weather-related collapse, movement from wind, and other applied structural stresses. Each tent or canopy shall have a tethered stake (not longer than 12"), sand bags, cement weights or water filled barrels at every post. Manufacturer's recommended construction and use guidelines for all structures shall be followed.
9. No electricity will be provided. Exhibitors needing a generator or any device that creates excessive noise or dictates special vehicle or space allowances will not be accepted.
10. The displaying, demonstrating and selling of items is limited to within the boundaries of the assigned space.
11. Nothing may be hung or secured to any City of Tucson property. No nails in trees, buildings, posts, etc. No vegetation can be trimmed or cut by exhibitor. There can be no demonstration or placement of equipment or articles that create a possible hazard or liability (such as potential fire, explosion, and toxic chemicals.) Fair staff will determine this.
12. Exhibitors are not allowed to bring their pets to the Fair.
13. Smoking is not permitted within exhibitor's space nor in the smoke's reach of shoppers or any exhibitor's product. This includes cigarettes, pipes or cigars.
14. Exhibitors are responsible for keeping their space free of litter during the Fair and **leaving their space free of litter at the end of the Fair.**
15. Once you have unloaded your vehicle, immediately move your vehicle to the designated exhibitor parking areas.



2012 Holiday Arts and Crafts Fair

Reid Park, Tucson

Saturday, November 24, 9:00 to 4:00 pm

Sunday, November 25, 9:00 to 4:00 pm

INFORMATION REQUEST

1. Additional Fair packets are available during normal business hours from:
Randolph Recreation Center, 200 S. Alvernon Way
Parks and Recreation Administration, 900 S. Randolph Way
Udall Center, 7225 E. Tanque Verde
2. Any vendor requesting a Fair packet by mail may call 791-4877.
3. Requests and completed Registration applications can be sent to: Holiday Arts and Crafts Fair, Tucson Parks and Recreation Department, 900 S. Randolph Way, Tucson, Arizona 85716
4. Go online to www.tucsonaz.gov/parksandrec to print application, rules and regulations and map.

REGISTRATION – By Mail

1. Registration is done by mail.
2. Residents of Tucson will be given priority during the first two days of registration.
3. Registration will close on November 15, 2012.
4. The first 15 registrants after the Fair has been filled will be placed on a waiting or standby list. Registered spaces will be held until 8:30 am the day of the Fair. At that time people on the standby list may register for that space.
5. This is a two-day Fair. No one-day registrations will be accepted.
6. If the registrant is from out-of-state, payment must be made with money order or credit card. Out-of-state check payments will not be accepted. In-state checks must have correct address and telephone number.
7. Fair personnel will do their best to fill your request for site location. Your area of preference is not guaranteed, but note on the registration if you prefer, for example, “north facing” or “along the sidewalk”.
8. Your receipt, parking pass, site tag and Fair flier will be sent to you within three (3) weeks from the first day mail is accepted. You must bring this packet with you to the Fair.
9. Registration will conclude when all available spaces have been assigned. Applicants will then be placed on a waiting list by the application’s post mark.
10. One (1) exhibitor per envelope, please, unless you are sharing a space or if you are requesting an adjacent space with another exhibitor.
11. APPLICANTS WILL NOT BE ELIGIBLE FOR ACCEPTANCE IF POSTMARKED BEFORE OCTOBER 1, 2012, OR RECEIVED BY THE REGISTRATION STAFF AFTER NOVEMBER 15, 2012.
12. The Fair cannot be held responsible for delays in the US Postal Service delivery.

REGISTRATION – FEES / REFUNDS

1. Each exhibitor pays \$90 for a 10-ft. x 10-ft. space for the two-day Fair. Vendors are expected to participate both days. No early pack up.
2. There will be NO refund of exhibitor’s fees unless the applicant’s registration is refused.
3. If the Fair Coordinator, due to inclement weather, cancels the Fair for that one day prior to 12:00, a refund will be initiated on the next business day for that day. Please

allow 4 to 6 weeks for a refund. Refunds will not be granted for any Fair that has been cancelled after three (3) hours of operation for that day.

FRIDAY SET UP

Vendors may set up tents and tables between 2:00 pm and 6:00 pm on Friday, November 23th. Please do not drive over the grass to your space with your vehicle for set up. Overnight security will be provided both Friday and Saturday nights.

DIRECTIONS – To get to the Holiday Arts & Crafts Fair go south on Country Club Rd. past Broadway Blvd and turn east onto Concert Place (entrance into Reid Park) before 22nd Street. The Fair is located just west of the DeMeester Outdoor Performance Center.

ON-SITE SET UP

1. Please place the PARKING PASS on the dashboard of our vehicle on the driver's side BEFORE entering the park.
2. All participants need to check in no later than 8:30 am at the INFO table.
3. Find your space and begin setting up. We cannot guarantee that the map is truly accurate. Go by your assigned space number and the number on the ground. Park staff will try to anticipate and trim branches prior to the Fair.
4. DISPLAY your VENDOR PASS at your space during the Fair.
5. All spaces are carry-in from the parking lots. Hand trucks and dollies are recommended. DO NOT DRIVE OVER THE GRASS for set-up or take-down.
6. All vendors MUST MOVE THEIR VEHICLES AFTER UNLOADING. See designated exhibitor parking on park map in vendor's packet. Vehicles may move back to closer parking spaces for load out after 4:00 pm on Sunday.

Waiting List and "No-Show" Spaces Only

1. On-site registration for those on the waiting list will begin at 7:30 am for open spaces and continue until all the spaces are filled or the Fair has officially begun.
2. NO CASH will be accepted onsite. Checks and money orders only. (Payable to: City of Tucson)
3. No-Show spaces will only be sold after 8:30 am. If the original exhibitor should show after that space has been sold to another exhibitor, the original exhibitor will be assigned another space.
4. All the above rules and regulations apply.